

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. **M-8**
PAGE NO. **1.**

1. Requesting Agency

CITY OF ROCKVILLE, MONTGOMERY COUNTY

2. Division or Bureau of Requesting Agency

FINANCE DEPARTMENT, Director's Office

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm...and...destroy... originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. SEALED BIDS AND AWARDS FILE

Size: Letter size

Dates: 1958 - -

Quantity: 2 file drawers

File Arrangement: Chronological by year, then by bid number

Sealed bids are required for any item or project costing \$1,000 or more. The invitations to bid are publicly advertised and are required to conform with specifications established by the Department of Public Works. The bids are opened publicly at which time bidders are entitled to examine the bids. After review the award of the contract is made by the Mayor and Council. Bids are not necessarily awarded to the lowest bidder as other considerations are involved including history and experience of the bidder, and financial background. This file includes all or some of the following papers:

Affidavit of publication
Bids and bid summaries
Correspondence
Fidelity bonds
Inter-office memoranda
Invitations to bid
Invoice copies
Maintenance agreements

RECOMMENDATION: RETAIN UNTIL PROJECT HAS BEEN COMPLETED AND FOR THREE YEARS THEREAFTER, THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative


Signature

Director of Finance
Title

5/10/62
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

5/15/1962
Date

Morris S. Rodoff
Archivist

MAY 17 1962
Date

Ludwig H. Hestub
Secretary

QUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
2.	<p><u>PERPETUAL INVENTORY</u></p> <p>Size: 5" x 8" cards Dates: Current Quantity: 5 Victor Visible Card Holders File Arrangement: By code number Audit: Annual external audit</p> <p>Each inventory card is filed by code number indicating the type or class of material. The card gives the name of the item, the fund charged and date of withdrawal, store order numbers and the number of units withdrawn, the unit price and the quantity remaining in stock with the total value. Additions are shown with the purchase order number and date of receipt.</p> <p>RECOMMENDATION: RETAIN WHILE CURRENT AND UNTIL CARD IS REPLACED OR FOR THREE YEARS, WHICHEVER IS LATER, THEN DESTROY.</p>	
3.	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Size: Letter size Dates: 1959 - - Quantity: 2 file drawers File Arrangement: By subject and year</p> <p>This file contains correspondence with city and county agencies, private persons and organizations, corporations and firms pertaining mainly to taxation and purchasing. Material having continuing legal or administrative value to the operation of the office should be retained until such value ceases.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	

APPROVED
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